

**NAVAJO COUNTY  
PUBLIC WORKS DEPARTMENT  
PLANNING & ZONING**

**P.O. Box 668, Holbrook, Arizona 86025 (928) 524-4100 Fax:(928) 524-4122**

**ZONE CHANGE APPLICATION**

**(Revised 8-10)**

## ZONE CHANGE APPLICATION INSTRUCTIONS

In applying for a **ZONE CHANGE**, the following is required of all applications:

1. ZONE CHANGE application (completed). All information requested on the application shall be complete, including ownership (which shall be legally notarized where indicated).
2. A copy of the recorded deed or sales contract.
3. Site Plan, as noted below:
  - 12 (twelve) copies of the site plan at 24" x 36" – folded to approximately 9" x 12"
  - 12 (twelve) copies of the site plan at 8-1/2" x 11"
  - Note that after initial review, staff may require additional copies, a different scale, and/or different paper sizes
  - Additional copies of the site plan and other application materials may be required prior to the Planning Commission and/or Board of Supervisors meetings

The site plan shall be drawn to a 50, 100, or 200 foot-to-the-inch scale, or an alternate scale if approved by the Planning Director and/or County Engineer, whichever is most appropriate to clearly present necessary details. At a minimum, the site plan shall include the following:

- Project name / title
- North arrow and scale
- Property lines with dimensions
- Location and dimensions of all existing or proposed structures
- Distances from structures to property lines, septic, and water well facilities
- All required yard setbacks from property lines and distances between buildings
- All existing and proposed ingress and egress (access) for the subject property, including the widths of all driveways
- Adjacent street names and right-of-way widths
- All interior drive and parking areas (including any handicapped-accessible parking). Include the proposed surfacing for these areas
- Site data table, which is to include the following:
  - Site size in acres
  - Address of the site
  - Assessor's Parcel Number(s) of the site
  - General Legal Description of the property (Township, Range and Section). If located within a platted subdivision, provide the subdivision name, lot number(s) and recording information (Book & Page)
  - Existing zoning of the site
  - Existing and proposed use(s)
  - Size & details for any proposed structures (type, size in square feet, height, etc.)
  - Parking (where needed) – indicate the number of spaces – both proposed &

- required (include handicapped-accessible spaces)
- Service providers – table format (water, method of sewage disposal, trash, fire, police, electric, gas, etc.). Note that “will serve” letters may be required
- Contact information (name, address, phone & e-mail) for the owner, developer, architect/engineer, owner’s representative and/or other persons
- Details and locations regarding proposed fencing/screening & signs
- Adjacent land uses, parcel numbers and ownership name
- Vicinity map
- Detention areas (where deemed necessary)
- Signature line for the owner’s signature and date (printed name underneath)
- “Approvals” signature block, including signature lines and dates for:
  - Navajo County Planning Director
  - Navajo County Engineer
  - Chairman, Navajo County Planning Commission
  - Chairman, Navajo County Board of Supervisors

Additional details and/or information may be required by staff after the initial review of the site plan and/or application materials.

4. A “Letter of Intent” (12 copies), expressing your reasons for the proposed Special Use Permit and how it will be beneficial to the area, and including an explanation of the proposed use, a schedule for its development, and the compatibility of the proposed use with the adjacent uses and character of the area.
5. A “Vicinity Map” (12 copies), including a written and graphic description of how to access the site from the nearest State or Federal Highway. Include Latitude & Longitude of the “corners” of the site.
6. The correct Application Fee (see fee schedule) – payable to Navajo County.
7. Additional Materials (optional – not required). A CD (Compact Disk) of a copy of all of the application materials, scanned in PDF format, is suggested. Optional additional materials may also be submitted to better explain the proposed development. Although not required, these may include aerial photos, context plans, building elevations, landscape plans, letters of support, renderings, sign details, etc.

All application materials and other required information concerning a Special Use Permit must be submitted to the Planning & Zoning Division of the Public Works Department for review and staff approval prior to scheduling of any hearings before the Planning & Zoning Commission and/or the Board of Supervisors. The Planning & Zoning Commission meets the third Thursday of each month (6:00 p.m.), and the Board of Supervisors meets the second and fourth Tuesday’s of each month (9:00 a.m.) All hearings are held in the Board of Supervisors’ Chambers at the Navajo County Governmental Center in Holbrook, Arizona.

**Incomplete Applications Will Delay The Process –  
Please Follow The Instructions Carefully.**

# ZONE CHANGE SITE PLAN INSTRUCTIONS

(Adopted 12/03/96 / Revised 8-18-10)

## 1) DEFINITION:

A plan, prepared to **scale**, showing **accurately** and with complete dimensioning, the boundaries of a site and the location of all building, structures, uses, and principal site development features proposed for a specific parcel of land.

## 2) CHECKLIST:

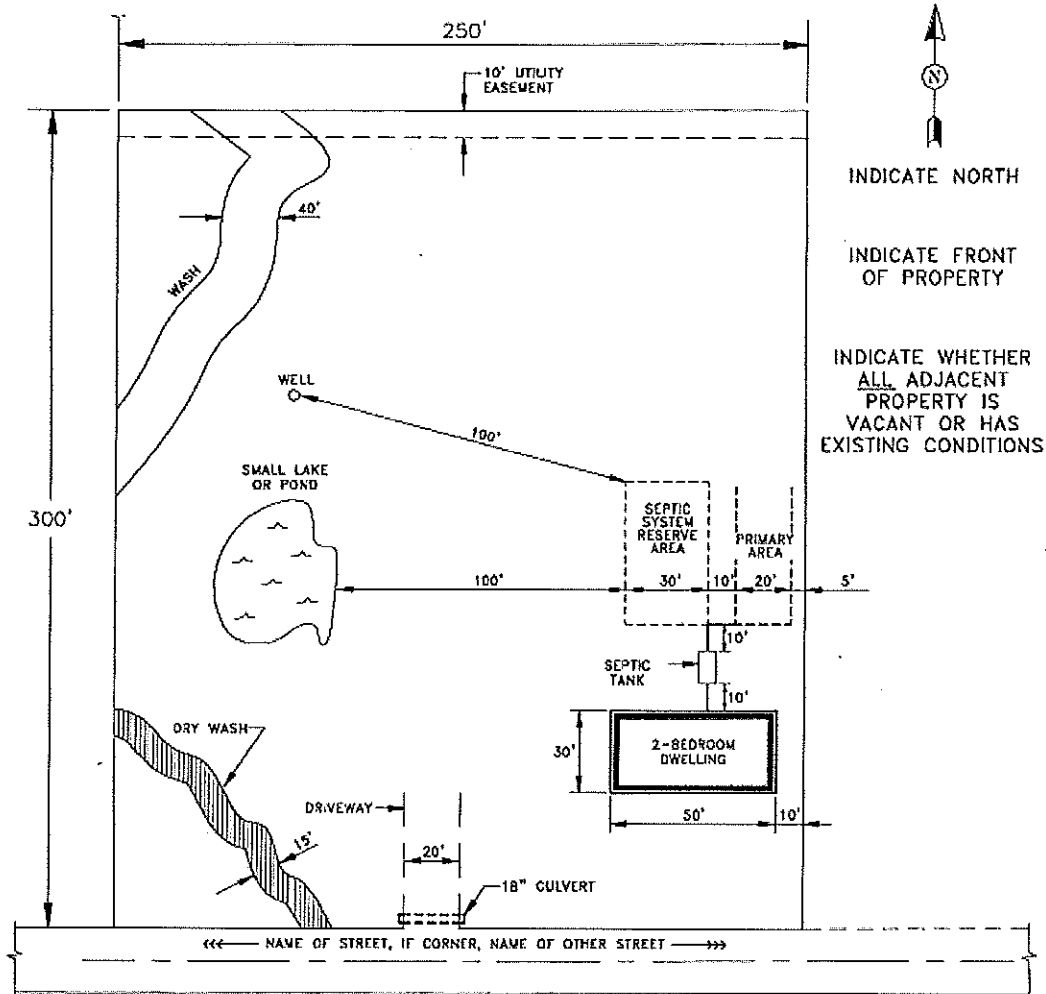
- a. 12 copies of the site plan drawn to scale on a sheet of paper with a minimum size of 18"x 24", also include 12 reduced 8-½"x 11" copies.
- b. North arrow and scale.
- c. Property lines with dimensions.
- d. Property boundary by: metes and bounds or as a lot in a recorded subdivision; or by sectional breakdown; or by deed description.
- e. Location and dimensions of existing and proposed structures. (Buildings and fences by type & height, etc.)
- f. Distances from structures to property lines, septic and water well facilities.
- g. Location of existing and proposed utilities with dimensions from property lines or structures. (Septic systems, water wells, electrical service, etc.).
- h. Indicate all required yard setbacks from property lines and distances between buildings.
- i. Delineate all dedicated street right-of-ways, street names, drainage and utility easements.
- j. Indicate physical characteristics of property. Drainage ways or watercourse alignment, slope and general topographical features.
- k. Show existing and proposed ingress and egress of the subject property.
- l. The rural address for the subject parcel.
- m. The existing zoning.
- n. Owners signature and date.
- o. The **Assessor's parcel number** for the subject parcel.

**NOTE:** Site Plan submittals for Special Use Permits for Manufactured Home Parks and Recreational Vehicle Parks must be prepared and certified by a Civil Engineer, Architect, or Land Surveyor, registered within the State of Arizona. All submittals for manufactured Home Parks and Recreational Vehicle Parks must comply with the Subdivision Drainage and Floodplain requirements as noted in the Navajo County Tentative Plat Informational Supplement (1995). **The success of your request will be directly affected by the quality and accuracy of your Site Plan submittal.**

## EXAMPLE SITE PLAN

Date: \_\_\_\_\_ Owner's Name: \_\_\_\_\_ Parcel No: \_\_\_\_\_

Address: \_\_\_\_\_



### SITE PLANS MUST INCLUDE THE FOLLOWING INFORMATION:

1. The location and dimensions of all proposed improvements.
2. The location and dimensions of all cultural features on or adjacent to the property. This includes all property lines and their measurements, streets, buildings, water wells, septic systems, easements, right-of-ways, driveways, underground and overhead utilities, fences, and drainage, irrigation, and water storage structures.
3. The location and approximate dimensions of all watercourses and water bodies on the property or within 500 feet of the proposed improvements. This includes rivers, streams, creeks, washes, arroyos, lakes, ponds, etc...



## NAVAJO COUNTY PUBLIC WORKS DEPARTMENT

### PLANNING & ZONING

Post Office Box 668 - 100 East Carter Drive

Holbrook, Arizona 86025

(928) 524-4100 FAX (928) 524-4122

[www.navajocountyaz.gov](http://www.navajocountyaz.gov)

## ZONE CHANGE APPLICATION

(also to be used for an Amendment to an approved Zone Change)

### SITE & PROPOSAL INFORMATION:

PROJECT NAME: \_\_\_\_\_

LOCATION (include nearest town/community): \_\_\_\_\_

GENERAL DIRECTIONS TO PARCEL: \_\_\_\_\_

ADDRESS (if known): \_\_\_\_\_

LEGAL DESCRIPTION: Township \_\_\_\_\_ North, Range \_\_\_\_\_ East, Section(s) \_\_\_\_\_

ASSESSOR PARCEL NO.: \_\_\_\_\_

SIZE: \_\_\_\_\_ acres; \_\_\_\_\_ square feet

SUBDIVISION NAME: \_\_\_\_\_ LOT #: \_\_\_\_\_

DATE OF OWNERSHIP: \_\_\_\_\_

PRESENT USE OF PROPERTY: \_\_\_\_\_

PROPOSED USE OF PROPERTY: \_\_\_\_\_

CURRENT ZONING: \_\_\_\_\_

PROPOSED ZONING: \_\_\_\_\_

### OWNER & CONTACT INFORMATION:

OWNER'S NAME: \_\_\_\_\_

CONTACT PHONE NO.: \_\_\_\_\_ FAX #: \_\_\_\_\_

OWNER EMAIL ADDRESS: \_\_\_\_\_

OWNER MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

CONTACT PHONE NO.: \_\_\_\_\_ FAX #: \_\_\_\_\_

CONTACT EMAIL ADDRESS: \_\_\_\_\_

CONTACT MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

**OWNER'S AFFIDAVIT:**

I, (print name) \_\_\_\_\_, being duly sworn, depose and say that I am the owner of the property involved in this application and that the information herewith submitted is true and correct to the best of my knowledge.

\_\_\_\_\_  
Owner's Signature

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) SS

Sworn and subscribed before me on this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires

**For Staff use only:**

Accepted by:	_____	Date:	_____
Submittal Approved:	_____	Date:	_____
Fee:	_____		
Planning Commission:	_____	Approved:	_____
Board of Supervisors:	_____	Approved:	_____
Notes / Stipulations:	_____ _____ _____ _____		